ENTERING
PURCHASE ORDERS
(PO-REG-1)

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VERSION (3.0)

ENTERING PURCHASE ORDERS

OVERVIEW

To enter Purchase Orders, a batch must first be created to serve as an electronic file folder to store Purchase Orders for processing. Each Purchase Order consists of a header (identifies the vendor, shipping locations, etc.) and one or more detail lines (each line identifies the item(s) ordered). After the Purchase Orders are entered, the batch must be released and Output-Posted for the Purchase Order amounts to appear as encumbrances in the General Ledger. Before posting to the General Ledger, it is important to print the PO Proof List and carefully review for data entry errors. If there is any question about the impact of the Purchase Orders on the General Ledger accounts, the General Ledger should also be reviewed.

Checklist for Entering Purchase Orders

☐ 1. Create a PO batch.

☐ 2. Enter PO's into the batch, over a period of time. For each PO,

   a) Enter a PO Header.

   b) Enter a PO line item(s).

☐ 3. Release the batch (optional).

☐ 4. Output-Post the batch, thoroughly reviewing the PO Proof List for errors and discrepancies.

☐ 5. Review the impact of PO entry on the General Ledger (optional).

ADDING A PURCHASE ORDER BATCH

A batch is a collection of purchase orders for one or more vendors, grouped together for processing purposes. Each batch is identified by a unique number, which also identifies the purchase orders it contains for tracking purposes. A batch number may be up to six digits long and contain both letters and numbers. The numbering scheme may identify the person creating the batch and/or the date on which the batch was created or other information useful to the district. A batch may be kept open for purchase order entry over a span of time before posting to the general ledger, if desired. Once a batch is output-posted to the general ledger, the batch is closed. The batch number may be reused when adding a new batch to begin entering more purchase orders.

To Add A Purchase Order Batch, Select:

A) FINANCIALS

  C) Purchasing Menu

    B) Purchase Order Processing Menu

      D) PO Entry/Proof

The following screen (PO Batch) is displayed:

```
Session    Edit    Commands    Settings    Help

 ──────────────────────────── PURCHASE ORDER ENTRY ───────────────────────────
Action:    Add-batch  Browse  View-batch  Resume  Output-Post  Find  ...
Add a new batch of PO's.



         Batch Code       [      ]
         PO Count         [      ]
         PO Total Amount  [                  ]
```

1. Select **Add-Batch** from the Ring Menu.
2. Enter a **Batch Code**. This number must be unique. It cannot be the same code as that used for a batch that is still open.
3. Press **Enter**. The batch is added and the PO Header screen will automatically display.

NOTE: ***MUNIS will automatically increment the PO Count and PO Total Amount fields as PO's are entered.***

ENTERING PURCHASE ORDERS INTO THE BATCH

After the batch is added and the PO Header screen is displayed (see below), the user may begin entering Purchase Orders into the batch. Each Purchase order must contain a header and one or more detail lines.

```
Session   Edit   Commands   Settings   Help

Add:  ESC to ADD,  CTRL-P to CANCEL
Requesting department code.

Dept/Loc    [     ]                             GL Effec Date  [12/03/2001]
Fiscal Yr  [C] [2001] [06]                      Entry Date     [12/03/2001]
P/O Number [         ]                          Needed By Date [          ]
General Commodity [ ]                           Expire Date    [          ]

Vendor Number         [      ] [0] [ ]
Vendor/Sourcing Notes [N]  Contract Vendor [ ]  Disc % [      ]
General Description   [                              ]
Bill To Code          [      ]
Ship To Code          [      ]
Delivery Reference    [                              ]
Freight Method/Terms  [                    ]  Frgt % [   .00]

P/O Type          [N] NORMAL         Status    [2] Creation
Special Handling  [N] NONE           Buyer         JANE DOE
Requisition #     [        ]         PO Amount [         0.00]
Allocation Code   [     ]            Post-It   [N]
```

Adding A Purchase Order Header

1. **Enter** the desired PO Header information:

   The most important fields are bolded in the above screen example and are noted below. (Refer to ***Appendix A*** for a description of all the fields.)

Field	**Description**
Dept/Loc	Optional. Enter the Department/Location Code if your district enters PO's by department or location. Various fields will display the corresponding default values defined in the ***Requesting Department/Location File***. Press **F9** or <**CTRL**><**W**> for lookup.
Fiscal Yr	Required. Defaults to the current fiscal year and period.

Field	Description
P/O Number	Required. Enter the PO number assigned by the district OR press <**CTRL**><**G**> to have the system automatically assign the next available PO number.
Entry Date	Required. Defaults to current date. Prints in the "Date Ordered" box on the PO.
Vendor Number	Required. Enter a vendor number, or press **F9** or <**CTRL**><**W**> to look up a vendor number.
General Description	Enter a general description covering all item(s) that could be purchased on this PO. Text entered in this field will be carried forward to all invoices created from this PO. This text is also printed on the ***Orders of the Treasurer*** and the Accounts Payable check stub.
Bill To Code	If the Dept/Loc Code entered above contains a default Bill To Code in the ***Requesting Department/Location File***, that default will be filled in automatically, but may be overwritten. Otherwise, enter the code for the bill to address. Help is available by pressing **F9** or <**CTRL**><**W**>.
Ship To Code	Required. If the Dept/Loc Code entered above contains a default Ship To Code in the ***Requesting Department/Location File***, that default will be filled in automatically, but may be overwritten. Otherwise, enter the code for the ship to address. Help is available by pressing **F9** or <**CTRL**><**W**>.
P/O Type	Accept the default of **N**, for Normal.
PO Amount	System-generated.

2. Press **ESC** to add the Purchase Order Header. The header is created and the PO detail screen will automatically display.

Adding Purchase Order Details

After the header is added and the PO detail screen is displayed (see below), the user may begin entering Purchase Orders details. Each Purchase Order Header must contain one or more detail lines. All Technology purchases **MUST** have a commodity code assigned to the purchase order

```
Session   Edit   Commands   Settings   Help

Add:  ESC to ADD, CTRL-P to CANCEL
 Order quantity.
     PO 1999 00990001    Vendor 000003 ACME SCHOOL SUPPLIES
---------------------------------------------------------------------------
 Line [  1]       Qty [     1.0]    [District Administrative File Server]
 Commodity    [ 310-55-130     ]    [Level II                           ]
 Inventory Item     [          ]    [                                   ]
 Unit Price     [        .00000]    [                                   ]
  UOM [    ]   Frgt [          ]    [                                   ]
  Dsc [   .00] Cred [       .00]    [                                   ]
 Line item total  [         .00]       Additional Desc/Notes [N]

 1099 Box [ ]         Fixed Asset  [N]          Required By [           ]
 Dept/Loc [      ]    Bid/Contract [       ]    Work Order  [        ]
===========================================================================
Seq   Org         Obj       Proj     Description                Amount  Bud
[  ] [        ] [      ] [     ] [                       ] [           ] [ ]
[  ] [        ] [      ] [     ] [                       ] [           ] [ ]
[  ] [        ] [      ] [     ] [                       ] [           ] [ ]
```

To Add A Purchase Order Detail Line

1. **Enter** the desired PO Detail information:

   The most important fields are bolded in the above screen example and are noted below. (See ***Appendix B*** for an explanation of all the fields.

Field	**Description**
Qty	Required. Enter the quantity to be ordered OR accept the default for a summarized PO.
Commodity	Enter the commodity code to be used with KETS Master Plan Phase II purchases. Press **F9** or **<CTRL W>** for a list from which to select a Commodity Code.
Unit Price	Required. Enter the price per item OR the total for the entire purchase if summarized.

Field	Description
UOM	Optional. Unit of measure. Valid entries are EA, BOX, DOZ, etc.
Line item total	System-calculated.
Long description	Required. Detailed description of line item.
Org	Required. Enter the Org Code for the Account (budget code) to be charged. If the Department/Location Code entered in the PO Header contains default Org Code information in the ***Department Code Table***, these fields will be filled in automatically**.** This default may be overridden. Help is available by pressing **F9** or <**CTRL**><**W**>.
Obj	Required. Enter the Object Code to be charged. Help is available by pressing **F9** or <**CTRL**><**W**>.
Proj	Enter the Project Code to be charged, if appropriate. Project codes will only be used if the purchase is being made with funds from a grant. Help is available by pressing **F9** or <**CTRL**><**W**> only if Project codes exist for the Org/Object used.
Amount	Required. Total amount for allocation to this Org/Obj/Proj.
Bud	System-generated. Indicates whether the budget for the expense account has been exceeded for the allocation line: U Allocation under the budget; A Budget overridden

2. Press **ESC** to add the PO Detail.
3. To add another line item to this PO, select **Add** from the Ring Menu and complete the new PO Detail screen as in the steps above.
4. When finished adding the detail lines, choose **Exit** from the Ring Menu to return to the PO Header screen.

Adding Other Purchase Orders To The Batch

Once all the detail lines for a purchase order have been added and the detail screen is exited, the user is positioned back on the PO Header screen. Other purchase orders can then be added to the batch by following the same process.

To Add Another Purchase Order to the Batch

1. Select **Add** from the PO Header screen Ring Menu and repeat the steps to add a header and its associated details.
2. Once all the PO's for this batch have been added, select **Exit** from the Ring Menu on the PO Header screen.

The PO Batch screen will be displayed.

```
Session   Edit   Commands   Settings   Help

─────────────────────────── PURCHASE ORDER ENTRY ──────────────────────────
Action:   Add-batch  Browse  View-batch  Resume  Output-Post  Find  ...
Add a new batch of PO's.



         Batch Code      [990001]
         PO Count        [     10]
         PO Total Amount [           1,346.00]
```

3. At this point in PO processing, the user has several options on the Ring Menu from which to choose. Some possible choices to select are:

Browse
To review all existing batches.

View-Batch
To review all PO's contained within a batch.

Exit
To exit the Purchase Order Entry (Batch) screen. Further work on this batch could be resumed later in the day.

Resume

To access the PO header screen again to add, update, or delete a PO.

Output-Post

To print a proof listing of all PO's in a batch and post PO information to the General Ledger. Before PO's can be printed, they must be Output-Posted.

X-Release

To mark a batch as released (which notifies a centralized purchasing department that PO's are ready to be Output-Posted).

The last two options are discussed in more detail below.

RELEASING A PURCHASE ORDER BATCH FOR POSTING

Releasing a Purchase Order Batch indicates that all POs for this batch have been entered, and the next step in PO processing may be taken. This feature is useful for districts that have divided the duties of PO entry and PO Output-Posting among staff.

Use of this feature is optional because a batch may also be released in the Output-Post process.

To Release A Purchase Order Batch for Posting (Optional)

1. Select **X-Release** from the Ring Menu of the PO Batch screen to mark the batch as ready for posting.
2. Press **Enter** and a message will appear at the bottom of the screen saying, “Batch released.”

OUTPUT-POSTING A PURCHASE ORDER BATCH TO THE GENERAL LEDGER

The Output-Post Ring Menu option performs two major functions:

(1) Printing a PO Proof List

(2) Posting the Purchase Orders to the General Ledger.

To Output-Post A Purchase Order Batch to the General Ledger

1. Select **Output-Post** from the Ring Menu of the PO Batch screen.
2. If the batch was not released using **X-Release**, a warning message will appear. Enter **Y** to continue.

The Output window appears as displayed below.

```
Session    Edit    Commands    Settings    Help

                           PURCHASE ORDER ENTRY
 Action:   Add-batch  Browse  View-batch  Resume  Output-Post  Find  ...

         Batch Code      [9
         PO Count        [   Output:  P
         PO Total Amount [
                                (P)rint
                                (S)pool
                                (L)andscape
                                (E)xit
```

3. Select **P** to Print or **S** to Spool the PO Proof List.

4. If no errors were detected by MUNIS during the output process, the following window will appear.

```
No errors detected

Post PO’s (Y/N).
```

Do not post the PO’s until the PO Proof List has been reviewed. If the PO Proof List was printed, you may postpone responding to the message while you review the report, or answer **N** if the report is not available timely. If the report was spooled, answer **N** and exit to a MUNIS menu where you can access the spooled report to display or print.

The PO Proof List reports information about all purchase orders in the batch. It includes the following sections:

- **Purchase Order Detail** which prints header and detail information for all purchase orders in the batch.
- **Account Distribution Summary** that summarizes the allocation of purchase order amounts across accounts.
- **General Ledger Journal Entries** which details the general ledger journal entries created when purchase orders are posted.

5. Review the PO Proof List following these guidelines:
   - Header and detail information for each PO is correct.
   - Encumbrance accounts include all the PO amounts in the batch.
   - Reserved for encumbrance accounts include all the PO amounts in the batch.
   - The two types of accounts should balance.

NOTE: ***Reviewing the PO Proof List is a critical step in PO Entry/Proof, as it can point to discrepancies created during purchase order entry.***

6. If no errors are detected during the PO Proof List review, enter **Y** to post the Purchase Order batch. If the Post POs window is not displayed because you previously responded with an N, select **Output-Post** from the Ring Menu and repeat the steps until the window displays. Enter **Y** to post the purchase orders to the general ledger.

7. If errors (e.g., invalid accounts, missing vendor numbers, etc.) were detected, choose **View-batch** from the Ring Menu. Find the PO with the error, make the necessary correction(s), and repeat the **Output-Post** process.

REVIEWING THE GL AFTER POSTING PURCHASE ORDERS (Optional)

After the Purchase Orders are posted to the General Ledger accounts, the G/L can be reviewed to see if the correct accounts were encumbered. This ability is useful in the event any questions should arise concerning the G/L accounts.

To Review The G/L Impact Of PO Entry, Select:

A) FINANCIALS

  A) General Ledger Menu

    F) Inquiries & Reports Menu

      A) G/L Account Inquiry

The following screen is displayed:

```
Session   Edit   Commands   Settings   Help
─────────────────────────── G/L ACCOUNT INQUIRY ────────────────────────
Action:   Find  Next  Prev  Browse  Output  Exit  Detail  Months      ...
Query the current database table.
                                [                                      ]
 Org          [        ]                          Type [ ]   Status [ ]
 Object       [      ]                            1999/03  Rollup [    ]
 Project      [     ]
                  Fiscal Year 1999    Fiscal Year 1998    Fiscal Year 2000

 Original Budget  [               ]  [               ]  [               ]
 Transfers - In   [               ]  [               ]
 Transfers - Out  [               ]  [               ]
 CFwd - Budget    [               ]  [               ]
 Revised Budget   [               ]  [               ]  [               ]

 Actual (Memo)    [               ]  [               ]  [               ]
 Encumbrances     [               ]  [               ]  [               ]
 Requisitions     [               ]                     [               ]
 Incep to SOY     [               ]
 Available        [               ]  [               ]  [               ]
 Percent used             [       ]          [       ]          [       ]
```

1. Select **Find** from the Ring Menu.
2. Enter the **Org**(s) and **Object**(s) that were charged on the PO's and press **ESC**.
3. Review the following fields:

Field	**Description**
Org	Ensure that the correct Org Code has been charged.
Object	Ensure that the correct Object Code has been charged.
Project	Ensure that the correct Project, if any, has been charged.
Encumbrances	Check that this amount matches the PO amount(s). The figure in this column in the expense account shows the obligation against the expense account.

Purchase Order Maintenance

To add a commodity code after Purchase Order has been posted

A) FINANCIALS

  C) Purchasing Menu

    B) Purchase Order Processing Menu

      1. Purchase Order Maintenance

At prompt enter (U) to UPDATE Purchase Order

Enter Fiscal Year/Period, effective date and description of update.

1. **F**ind the Purchase Order.
2. From the ring menu select 8-Status. This will automatically allow you to update the Purchase Order.
3. Select **Update** from the ring menu.
4. **Escape** and select **2Scr** from ring menu.
5. Select **Update** from the ring menu and do a **CTRL T** for item detail. This will automatically take you to the commodity code field and you will need to enter the commodity code. If more than one line item has a technology purchase EACH line will need to be updated.
6. Escape to save changes.
7. Select **Status** from the ring menu and it will automatically close the purchase order for you.

APPENDIX A: PURCHASE ORDER HEADER RING MENU OPTIONS & FIELDS

Below is a sample Purchase Order Header screen and an explanation of the Ring Menu options and all the fields.

```
Action:   Next  Prev  Add  Update  Del  Output  Exit  Scan-detail  Lines
Display next selected data record.

Dept/Loc    [000  ] DISTRICT OFFICE             GL Effec Date  [09/09/2001]
Fiscal Yr   [C] [2001] [03] SEP                 Entry Date     [09/09/2001]
P/O Number [  990001]                           Needed By Date [          ]
General Commodity [   ]                         Expire Date    [          ]

Vendor Number          [000003] [0] [0] ABC SUPPLY
Vendor/Sourcing Notes [N]  Contract Vendor [N]  Disc % [   .00]
General Description    [                  ]
Bill To Code           [3     ] CENTRAL OFFICE
Ship To Code           [3     ] CENTRAL OFFICE
Delivery Reference     [                              ]
Freight Method/Terms   [                    ]  Frgt % [   .00]

P/O Type           [N] NORMAL         Status    [2] Creation
Special Handling   [N] NONE           Buyer         Jane Doe
Requisition #      [        ]         PO Amount [        0.00]
Allocation Code    [     ]            Post-It   [N]
```

Ring Menu Options:

Add
Start a new PO.

Scan-detail
Review all line items associated with the currently displayed PO.

Lines
Add additional PO line items or update existing line items on the currently displayed PO.

Field *Description*

Field	Description
Dept/Loc	Optional. Enter the Department/Location Code if your district enters PO's by department or location. Various fields will display the corresponding default values defined in the ***Requesting Department/Location File***. Press **F9** or <**CTRL**><**W**> for lookup.
Fiscal Yr	Required. Defaults to the current fiscal year and period.

Field	**Description**
P/O Number	Required. Press <**CTRL**><**G**> to have the system automatically assign the next available PO number.
Entry Date	Required. Defaults to current date. Prints in the "Date Ordered" box on the PO.
Needed By Date	Optional. Prints in the "Date Required" box on the PO.
Expire Date	Optional. Prints on the "PO Total" line below the PO line item info.
Vendor Number	Required. Enter a vendor number, or press <**CTRL**><**W**> or **F9** to look up a vendor number.
General Description	Enter a general description covering all item(s) that could be purchased on this PO. Text entered in this field will be carried forward to all invoices created from this PO. This text is also printed on the ***Orders of the Treasurer*** and the Accounts Payable check stub.
Bill To Code	If the Dept/Loc Code entered above contains a default Bill To Code in the ***Requesting Department/Location File***, that default will be filled in automatically, but may be overwritten. Otherwise, enter the code for the bill to address. Help is available by pressing **F9** or <**CTRL**><**W**>.
Ship To Code	Required. If the Dept/Loc Code entered above contains a default Ship To Code in the ***Requesting Department/Location File***, that default will be filled in automatically, but may be overwritten. Otherwise, enter the code for the ship to address. Help is available by pressing **F9** or <**CTRL**><**W**>.
Delivery Reference	Optional. This is printed on the PO below the "Ship To" address box. It can be used to request that the item(s) be delivered to a specific area or person.
Freight Method/Terms	Optional. This is printed in the boxes for "Ship Via" and "Terms" on the PO.
Frgt %	Optional. Freight percentage to be calculated for each PO line item. A note is printed on the PO indicating that the PO total reflects freight charges of X dollars.
P/O Type	Accept the default of N, for Normal.

<table>
<tr><th>Field</th><th colspan="3">Description</th></tr>
<tr><td>Status</td><td colspan="3">System-generated. Identifies the PO processing stage of this PO.</td></tr>
<tr><td rowspan="8"></td><td>Code</td><td>Status</td><td>Description</td></tr>
<tr><td>0</td><td>Closed</td><td>All items received or PO canceled. Can be purged.</td></tr>
<tr><td>2</td><td>Creation</td><td>PO entry in progress.</td></tr>
<tr><td>4</td><td>Allocated</td><td>PO entry complete; costs allocated to GL accounts. Can be Released.</td></tr>
<tr><td>5</td><td>Released</td><td>Batch has been released. Can be Output-Posted.</td></tr>
<tr><td>6</td><td>Posted</td><td>Costs charged to GL accounts during Output-Post. Can be printed for the first time.</td></tr>
<tr><td>8</td><td>Printed</td><td>Items can be received and the PO can be reprinted.</td></tr>
<tr><td>9</td><td>CarryForward</td><td>Open PO carried forward from previous fiscal year.</td></tr>
<tr><td>Buyer & PO Amount</td><td colspan="3">System-generated.</td></tr>
<tr><td>Post-It</td><td colspan="3">Optional.

Printing is also optional. If printed the note will appear at the top of the detail section of the PO.

To print a standard note, press <CTRL><V> to access and select the available standard note. Press <CTRL><T> to display notes or press <CTRL><U> to add a note. When a note is added or imported to be printed on the PO, the Post-It indicator will change to Y.</td></tr>
</table>

APPENDIX B: PURCHASE ORDER DETAIL FIELDS

Below is a sample Purchase Order Detail screen and an explanation of all the fields.

```
Action:   Next  Prev  Add  Update  Del  Exit
Display next selected data item.
     PO 1999 00990001    Vendor 000003 ABC SUPPLY
---------------------------------------------------------------------------
 Line [  1]       Qty [     1.0]    [District Administrative File Server]
 Commodity    [   310-55-130    ]    [Level II                           ]
 Inventory Item     [          ]    [                                  ]
 Unit Price     [      2000.000]    [                                  ]
  UOM [ea  ]   Frgt [        .00]    [                                  ]
  Dsc [   .00] Cred [        .00]    [                                  ]
 Line item total  [     2000.00]       Additional Desc/Notes [N]

 1099 Box [ ]           Fixed Asset  [N]           Required By [          ]
 Dept/Loc [075  ]      Bid/Contract [       ]      Work Order  [       ]
===========================================================================
Seq   Org       Obj      Proj    Description                  Amount  Bud
[01] [0002100 ] [0734  ] [1621 ] [Technology           ] [    2000.00] [U]
[  ] [        ] [      ] [     ] [                     ] [           ] [ ]
[  ] [        ] [      ] [     ] [                     ] [           ] [ ]
```

Fields	**Description**
Qty	Required. Enter the quantity to be ordered OR accept the default for a summarized PO.
Commodity	Required. KETS Master Plan Phase II purchases. Enter the commodity code that corresponds to the KETS line item on the Master Plan. Press **F9** or <CTRL W> to bring up a list of commodity codes to select for the line item.
Unit Price	Required. Enter the price per item OR the total for the entire purchase if summarized.
UOM	Optional. Unit of measure. Valid entries are EA, BOX, DOZ, etc.
Dsc	Optional. Discount applied to this item only.
Frgt	Optional. Freight charges applied to this item only.
Cred	Optional. Credit applied to this item only.

Fields	Description
Line item total	System-calculated.
Long description	Required. Detailed description of line item.
Additional desc/notes	Optional. May optionally be printed below the long description of the line item. Press <**CTRL><U>** to add information.
Org	Required. Enter the Org Code for the Account (budget code) to be charged. If the Department/Location Code entered in the PO Header contains default Org Code information in the ***Department Code Table***, these fields will be filled in automatically**.** This default may be overridden. Help is available by pressing **F9** or <**CTRL><W>**.
Obj	Required. Enter the Object Code to be charged. Help is available by pressing **F9** or <**CTRL><W>**.
Proj	Enter the Project Code to be charged, if appropriate. Project codes will only be used if the purchase is being made with funds from a grant. Help is available by pressing **F9** or <**CTRL><W>** only if Project codes exist for the Org/Object used.
Amount	Required. Total amount for allocation to this Org/Obj/Proj.
Bud	System-generated. Indicates whether the budget for the expense account has been exceeded for the allocation line:

U	Allocation under the budget
A	Budget overridden